

Membership Balance Plan
Defense Acquisition University Board of Visitors

Agency: Department of Defense (DoD)

1. Authority: The Secretary of Defense, in accordance with the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and 41 C.F.R. § 102-3.50(d), established the Defense Acquisition University Board of Visitors (“the Board”) as a discretionary advisory committee.
2. Mission/Function: The Board shall provide the Secretary of Defense or the Deputy Secretary of Defense, through the Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)) and the President of the Defense Acquisition University, independent advice and recommendations on the organizational management, curricula, methods of instruction, facilities, and other matters of interest relating to the Defense Acquisition University.
3. Points of View: The Board shall be composed of not more than 14 members who are former senior Defense officials or are eminent authorities in academia, business, and the defense industry.

The DoD, in selecting potential candidates for the Board, reviews the educational and professional credentials of individuals and bases its selection on this review and the subject matters being handled by the Board.

Board members, who are not full-time or permanent part-time Federal officers or employees, shall be appointed as experts or consultants pursuant to 5 U.S.C. § 3109 to serve as special government employee (SGE) members. Board members who are full-time or permanent part-time Federal officers or employees shall be appointed pursuant to 41 C.F.R. § 102-3.130(a) to serve as regular government employee (RGE) members. The DoD, unless otherwise instructed by an Act of Congress or Presidential directive, does not use representative members on DoD established or supported advisory committees.

Membership will be fairly balanced in terms of points of view represented and the functions to be performed by the Board. The Board’s membership balance is not static, and the Secretary of Defense or the Deputy Secretary of Defense may change the membership based upon work assigned to the Board by the Secretary of Defense, the Deputy Secretary of Defense, or the USD(AT&L), as the Board’s sponsor.

Each member, based upon his or her individual and professional experiences, provides his or her best judgment on the matters before the Board, and he or she does so without representing any particular point of view and in a manner that is free from conflict of interest.

The Department has found that viewing the complex issues facing the Defense Acquisition University through a multi-disciplinary advisory committee provides the Department and, more importantly, the American public with a broader understanding of the issues on which subsequent policy decisions are based.

4. Other Balance Factors: N/A

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5. Candidate Identification Process: The DoD, in selecting potential candidates for the Board, reviews the educational and professional credentials of individuals who are former senior Defense officials or who have extensive professional experience in the areas of academia, business, and the defense industry. Potential candidates are identified to fill vacancies on the Board by the Board's professional staff, current or departing Board members, and senior DoD officials.

Once potential candidates are identified, the Designated Federal Officer and the Board's professional staff review the credentials of each individual and narrow the list of potential candidates before forwarding the list to the USD(AT&L). During the USD(AT&L) review, he or she strives to achieve a balance between the educational and professional credentials of the individuals and the subject matters anticipated to be reviewed by the Board to achieve expertise in points of view to be represented and functions to be performed.

Prior to the USD(AT&L) nominating the potential candidates for authorization, the list will undergo a review by the DoD Office of General Counsel and the Office of the Advisory Committee Management Officer to ensure compliance with Federal and DoD governance requirements, including compliance with the Board's charter and membership balance plan. Following this review, the USD(AT&L) discusses his or her potential nominees with the Secretary of Defense or the Deputy Secretary of Defense and requests authorization to proceed with the nominations. Membership appointments are authorized by the Secretary of Defense or the Deputy Secretary of Defense and administratively certified by the USD(AT&L) for a term of service of one-to-four years, with annual renewals, in accordance with DoD policies and procedures.

Following appointment, the approved candidates are required to complete the necessary appointment paperwork, to include meeting ethics requirements stipulated by the Office of Government Ethics for advisory committee members.

Consistent with Deputy Secretary of Defense policy and the authority delegated to the ACMO by the Assistant Deputy Chief Management Officer, the ACMO is authorized to administratively certify the annual renewal of appointment of Board members.

6. Subcommittee Balance: The DoD, when necessary and consistent with the Board's mission and DoD policies and procedures, may establish subcommittees, task forces, or working groups to support the Board.

Individuals considered for appointment to any subcommittee of the Board may come from the Board itself or from new nominees, as recommended by the USD(AT&L) and based upon the subject matters under consideration. Pursuant to Secretary of Defense policy, the USD(AT&L) is authorized to administratively certify the appointment of subcommittee members if the Secretary of Defense or the Deputy Secretary of Defense has previously authorized the individual's appointment to the Board or another DoD advisory committee. If this prior authorization has not occurred,, then the individual's subcommittee appointment must first be authorized by the Secretary of Defense or the Deputy Secretary of Defense and

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subsequently administratively certified by the USD(AT&L).

Subcommittee members, if not full-time or permanent part-time Federal officers or employees, shall be appointed as experts or consultants pursuant to 5 U.S.C. § 3109 to serve as SGE members. Subcommittee members who are full-time or permanent part-time Federal officers or employees shall be appointed pursuant to 41 C.F.R. § 102-3.130(a) to serve as RGE members.

7. Other: As nominees are considered for appointment to the Committee, the DoD adheres to the Office of Management and Budget's Revised Guidance on Appointment of Lobbyists to Federal Advisory Committees, Boards, and Commissions (79 FR 47482; August 13, 2014) and the rules and regulations issued by the Office of Government Ethics.
8. Date Prepared: July 11, 2016